

# Caltrans Value Analysis Activity Chart

PREPARATION	INITIATE STUDY		ORGANIZE STUDY		PREPARE DATA				
	<ul style="list-style-type: none"><li>➤ Identify study project</li><li>➤ Identify study roles and responsibilities</li><li>➤ Define study goals</li><li>➤ Select team leader</li><li>➤ Prepare draft study charter</li></ul> <div>1</div>		<ul style="list-style-type: none"><li>➤ Conduct pre-study meeting</li><li>➤ Select team members</li><li>➤ Identify stakeholders, decision-makers, and technical reviewers</li><li>➤ Identify data collection</li><li>➤ Select study dates</li><li>➤ Determine study logistics</li><li>➤ Update VA Study Charter</li></ul> <div>2</div>		<ul style="list-style-type: none"><li>➤ Collect and distribute data</li><li>➤ Develop construction cost models</li><li>➤ Develop highway user benefit LCC model</li></ul> <div>3</div>				
VA STUDY	Segment 1	INFORM TEAM		ANALYZE FUNCTIONS		CREATE IDEAS		EVALUATE IDEAS	
		<ul style="list-style-type: none"><li>➤ Review study activities and confirm reviewers</li><li>➤ Present design concept</li><li>➤ Present stakeholders' interests</li><li>➤ Review project issues and objectives</li><li>➤ Develop performance criteria</li><li>➤ Visit project site</li></ul> <div>4</div>		<ul style="list-style-type: none"><li>➤ Analyze project data</li><li>➤ Identify project functions</li><li>➤ Prepare FAST diagram</li><li>➤ Determine functional cost drivers</li></ul> <div>5</div>		<ul style="list-style-type: none"><li>➤ Focus on functions</li><li>➤ List all ideas</li><li>➤ Apply creativity and innovation techniques (group and individual)</li></ul> <div>6</div>		<ul style="list-style-type: none"><li>➤ Apply key performance criteria</li><li>➤ Rate each idea</li><li>➤ List advantages and disadvantages</li><li>➤ Rank all ideas</li><li>➤ Assign alternatives for development</li></ul> <div>7</div>	
	Segment 2	DEVELOP ALTERNATIVES		CRITIQUE ALTERNATIVES		PRESENT ALTERNATIVES*			
		<ul style="list-style-type: none"><li>➤ Develop alternative concepts</li><li>➤ Prepare sketches and calculations</li><li>➤ Measure performance</li><li>➤ Estimate costs, LCC benefits/costs</li></ul> <div>8</div>		<ul style="list-style-type: none"><li>➤ VA Alternatives Technical Review</li><li>➤ VA Alternatives Team Consensus Review</li><li>➤ Group and number alternatives</li><li>➤ Validate performance</li></ul> <div>9</div>		<ul style="list-style-type: none"><li>➤ Present findings</li><li>➤ Document feedback</li><li>➤ Confirm pending reviews</li><li>➤ Prepare preliminary report</li></ul> <div>* Interim presentation of study findings</div> <div>10</div>			
	Segment 3	ASSESS ALTERNATIVES**		RESOLVE ALTERNATIVES		PRESENT RESULTS *			
		<ul style="list-style-type: none"><li>➤ Review preliminary report</li><li>➤ Assess alternatives for project acceptance</li><li>➤ Prepare draft implementation dispositions</li></ul> <div>**Activities performed by PDT, Technical Reviewers, and Stakeholders</div> <div>11</div>		<ul style="list-style-type: none"><li>➤ Review implementation dispositions</li><li>➤ Resolve implementation actions with decision-makers and stakeholders</li><li>➤ Edit alternatives</li><li>➤ Revisit rejected alternatives, if needed</li></ul> <div>12</div>		<ul style="list-style-type: none"><li>➤ Present results</li><li>➤ Obtain management approval on implemented alternatives</li><li>➤ Summarize performance, cost, and value improvements</li></ul> <div>* Final presentation of study results</div> <div>13</div>			
	REPORT	PUBLISH RESULTS		CLOSE-OUT PROJECT (if Conditionally Accepted Alternatives exist)					
<ul style="list-style-type: none"><li>➤ Document process and study results</li><li>➤ Incorporate all comments and implementation actions</li><li>➤ Distribute Final VA Report</li><li>➤ Distribute electronic report to HQ VA Branch</li><li>➤ Update VA Study Summary Report (VASSR)</li><li>➤ Provide HQ the Final VA Report in pdf format</li></ul> <div>14</div>		<ul style="list-style-type: none"><li>➤ Resolve Conditionally Accepted Alternatives</li><li>➤ Finalize VA Study Summary Report (VASSR)</li><li>➤ Finalize Performance Measures</li><li>➤ Finalize VA Report Executive Summary and provide Electronically to HQ</li></ul> <div>15</div>							